

CADET PROGRAM MANUAL

- (1). A separate flight release is required for each pilot in command (PIC), change of aircraft and/or date change.
- (2). A flight release is valid for three hours of flight time. New flight releases will be obtained for additional flight periods of three hours or less. Aircraft will be refueled and a separate CAPF 7 or 7T will be completed for each flight release.
- (3). Changing cadets on the flight does not constitute a change in crew and will not require a new flight release (CAP HQ/DO). However, the Flight Release Officer must have the names of all the cadets flying on the flight release.
- (4). As of 1 December 2001, cadet orientation flights will be logged as funded flying on the Aircraft Ops Report.
- (5). Cadet orientation flights are reimbursed using the Cadet Orientation Flight Consolidation Report (CAPF 7 or 7T). This form requires an eight digit Flight Release Number. Until the Flight Management System (FMS) assigns this number the following procedures will apply.
 - (a). The first three digits of the Flight Release Number will be the unit charter number issuing the flight release (without the MN prefix), e.g. MN017 use 017.
 - (b). The last five digits will be used by the unit to refer to the entry on the flight release form. Each unit will establish their own procedure for determining this unique number.

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- (6). Submit completed CAPF 7 and 7Ts to Minnesota Wing Director of Cadet Programs. Do **not** send directly to National Headquarters. The original fuel receipt **must** be attached to the CAPF 7 or 7T. The unit or pilot that paid for the fuel will be reimbursed for the fuel by Wing Finance after approval by the Minnesota Wing Director of Cadet Programs or Chief of Staff Training.

5-6b. Attendance is restricted for cadets age 13 or younger with less than C/Staff Sergeant rank, unless they have completed the Minnesota Wing Airman Training School.

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DAVID KENAN, Maj., CAP
Administrative Officer

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DALE E. HOIUM, Col, CAP
Commander

SUMMARY OF CHANGES

References to CAPR 52-16 updated for 1 April 2003.